POSITION DESCRIPTION: Senior Advisor, Māori Policy & Performance

<table>
<thead>
<tr>
<th>Job Band:</th>
<th>5</th>
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<tbody>
<tr>
<td>Team:</td>
<td>Māori Strategy and Partnerships</td>
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<tr>
<td>Reports to:</td>
<td>Senior Manager, Māori Strategy and Partnerships</td>
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<tr>
<td>Number of Direct Reports:</td>
<td>0</td>
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<tr>
<td>Financial Accountabilities:</td>
<td>Nil</td>
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<tr>
<td>Status:</td>
<td>Permanent, Full Time</td>
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<tr>
<td>Location:</td>
<td>Wellington</td>
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CREATIVE NEW ZEALAND’S PURPOSE

Creative New Zealand is the national arts development agency of Aotearoa. We encourage, promote and support the arts in New Zealand, for the benefit of all New Zealanders.

WHAT WE DO

Creative New Zealand’s support for New Zealand’s arts sector is provided primarily through our funding programmes. We fund across a variety of artforms: craft/object, dance, inter-arts, literature, multi-disciplinary, music, ngā toi Māori (Māori arts), Pacific arts, theatre and visual arts.

We also support the professional development of artists and their practice, and the management of organisations so they can grow their audiences and markets. Complementing our funding and development work, we also advocate for the value of the arts to New Zealanders.

In carrying out our work we recognise:

- the cultural diversity of the people of New Zealand
- in the arts, the role of Māori as tangata whenua
- the arts of the Pacific Island peoples of New Zealand.

We also recognise and uphold the principles of participation, access, excellence and innovation, professionalism and advocacy in our work.

TEAM PURPOSE

The Māori Strategy and Partnerships (MSP) team ensures Creative New Zealand develops and delivers its Māori Arts Agenda. We do this by:

- lifting Creative New Zealand’s impact on Ngā Toi Māori (Māori Arts) via coalitions with key external entities;
- ensuring Creative New Zealand’s key Māori initiatives are improved and impactful;
- ensuring Creative New Zealand’s delivery to Māori across all our work is appropriate;
- developing and delivering a plan that sets out how Creative New Zealand staff become more culturally confident and improve our ability to support Māori, in collaboration with the Chief Executive and the Senior Leadership Team; and
- progressing the development of Ngā Toi Māori by working in conjunction with other partners across Government organisations and agencies.

**JOB PURPOSE**

The Senior Adviser, Māori Strategy and Partnerships contributes to achieving Creative New Zealand and MSP’s objectives by leading and delivering key team functions, including:

- **leading and assisting development of ngā toi Māori policy** for Creative New Zealand and the Arts Council, including research, analysis, formulation and measurement; and

- **advocating for the benefit of Māori artists and Māori arts development**, both within Creative New Zealand and externally.

<table>
<thead>
<tr>
<th>KEY RESULT AREAS</th>
<th>CRITICAL TASKS</th>
<th>PERFORMANCE INDICATORS</th>
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<tbody>
<tr>
<td><strong>Work Programme Delivery</strong></td>
<td>Works collectively with the Māori Strategy and Partnerships team to deliver a work programme that:</td>
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<td></td>
<td>• ensures CNZ’s Māori engagement and responsiveness activities and initiatives are well co-ordinated with wider CNZ activities and programmes and any cross-organisation impacts are resolved.</td>
<td>Feedback on the quality, accuracy and timeliness of the team’s input across Creative New Zealand is regularly sought, and positive feedback is received.</td>
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<td>• ensures joined up thinking and advice across CNZ on partnership opportunities, initiatives and projects.</td>
<td>The Māori Strategy and Partnerships team is recognised across the organisation for their expertise and collegial approach.</td>
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<tr>
<td><strong>Policy Advice</strong></td>
<td>Lead the MSP Team’s delivery of policy development/advice, environmental scanning and evaluation, through:</td>
<td>Contributions are completed to a high standard and delivered within agreed timeframes.</td>
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<td></td>
<td>• contributing to policy development/advice and evaluation projects, with a particular focus on the use of high-quality data and data-driven insights, and the use of appropriate methodologies in these processes</td>
<td>Contributions are relevant to Creative New Zealand’s requirements in these areas, and add value to both the work and its outputs.</td>
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<td>• producing robust, well-written reports and policy papers.</td>
<td>High-quality, accurate, well researched and timely design of ngā toi Māori policy is prepared and communicated.</td>
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<td>Demonstrate keeping up-to-date with developments and thinking in ngā toi Māori policy.</td>
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| **Partnerships with other Government Organisations and Agencies** | Supports Creative New Zealand (CNZ) to lead/deliver partnered strategies and initiatives with other Government organisations and Agencies that contribute to Māori arts development and capability by:  
- Providing policy advice to support CNZ’s strategic partnership strategy for Māori.  
- exploring and identifying new opportunities (‘blue sky focus’) to deliver in partnership with others.  
- scanning for relevant external opportunities initiated/led by others and identifying how CNZ can contribute/partner (if not already involved).  
- working in partnership to design and develop policies that have positive impacts on Māori arts. | Support partnerships and partnership opportunities with other Government organisations and agencies.  
Contribute to relevant external initiatives. |
| **Advocacy** | Effectively advocates for the benefit of Māori artists and Māori arts development by:  
- ensuring CNZ’s policies, programmes and initiatives are relevant to and effectively communicated to Māori.  
- linking internally and across Government to identify and promote partnership opportunities.  
- attending hui, forums, public meetings, conferences, agency meetings and forums where the presence of CNZ is required to represent both CNZ and the interests of Māori arts. | CNZ’s offering is understood.  
CNZ is acknowledged as an effective advocate for Māori arts.  
Advocacy opportunities for Māori arts are proactively identified and exploited.  
Enhanced opportunities are available for Māori artists and organisations. |
| **Māori & Pacific Responsiveness** | Contribute to opportunities to work with Māori and Pacific peoples to achieve Creative New Zealand’s strategic outcomes.  
Work across teams and projects to articulate a Maori perspective and ensure follow through, especially in relation to the Mātauranga Māori Framework.  
Support staff knowledge, understanding and implementation of Maori values with respect to:  
- Tikanga  
- Manaakitanga | Māori and Pacific staff are involved at the early stages of projects/policy development/special initiatives (as appropriate).  
Understand and apply appropriate ways of consulting with and working with Māori.  
Seek to understand and apply appropriate ways of consulting with and working with Pacific peoples. |
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<tr>
<td>Whanaungatanga</td>
<td>Demonstrate understanding of tikanga and mātauranga Māori whenever appropriate.</td>
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<tr>
<td>Hinengaro/Wairua/Tinana</td>
<td>Use approaches that build understanding, commitment and agreement to outcomes rather than using hierarchy and roles to achieve results.</td>
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**Contribution to Creative New Zealand**

- Encourage co-operation with other teams across Creative New Zealand and identify opportunities for collaboration.
- Create an environment of open communication where managers and staff are encouraged to exchange ideas and opinions.
- Use approaches that build understanding, commitment and agreement to outcomes rather than using hierarchy and roles to achieve results.
- Positively influence Creative New Zealand staff to develop new ways of thinking and new ideas.

**KEY RELATIONSHIPS**

- Senior Manager, Māori Strategy and Partnerships and staff in the MSP team
- Managers and staff across Creative New Zealand, including all Policy Services team members
- Artists, arts practitioners and arts organisations
- Local and central government agencies, including the Ministry for Culture & Heritage
- Māori and arts organisations and communities (eg, Te Matatini)

**EDUCATION, SKILLS, KNOWLEDGE, EXPERIENCE**

- A relevant tertiary qualification in public policy, social sciences (or similar fields), or significant on-the-job experience in relevant fields.
- Experience in working with Government, including knowledge of government processes.
- Experience working in a Māori context, including tikanga Māori and respect for kaupapa Māori.
- Understanding of the principles and practice of the Treaty of Waitangi, and the implications of this for the Creative New Zealand’s work.
- Track record of developing policy throughout all stages of the policy cycle from research through to evaluation.
- Research, analysis and evaluation skills and experience, gained in academic and/or public policy settings.
- Ability to place work within a wider context (eg, the arts sector, the wider cultural sector and the broader strategic aims of government).
- Ability to anticipate and prepare for problems and identify solutions.
- Strong interpersonal and relationship management skills.
- Excellent written and oral communication skills.
- Analytical skills
- Appreciation of issues influencing arts development in New Zealand.
- Computer literate and competent with Microsoft Office applications.
- Resilience and a high tolerance for ambiguity.
Competencies

- Policy Advice and Analysis
- Understanding of Te Ao Māori
- Results Focus
- Teamwork
- Initiative
- Prioritising across competing demands
- Positivity